

**Phoenix Program
Process Definition – ASSET MANAGEMENT**

Process	ASSET COST ADJUST OR TRANSFER
Process Number	AM-001

Description of Process

This process enables the User to make changes to asset records affecting chartfields, units or cost

Input to Process

Corrections or new information that dictate a change should be made

Output of Process

An updated Assets data base and accounting entries, if applicable

Service Level Agreement Required? (if yes, provide a brief description)

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PeopleSoft Panel Groups being Used

Function	Panel Group
GO	Manage Assets, Manage Assets
USE	Asset cost Adjust/Transfers

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
Asset Cost Adjust/Transfers will be used to record three types of changes:	Agency
Changes to a Chartfield	
Changes to Units or Cost	
Changes to Category	
Note 1: It is recommended that only one field should be changed per action.	
<p>Two rules to follow:</p> <p>Save after each single action.</p> <p>Exit the panel, then return to the panel after each single action.</p> <p>Exit and return to the panel may be accomplished one of three ways:</p> <p>'Next in List', then 'Previous in List'</p> <p>'Previous in List', then 'Next in List'</p> <p>Cancel the transaction and navigate back to the same panel.</p> <p>The "Cost Information As Of" box displays cost information before changes.</p> <p>The "Asset Detail Cost Balance" box displays cost information after changes.</p>	

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Note 2. Changes should only be made to one Book. Changes to other Books will be made after you leave the panel. Changes to both Books will appear when you re-access the panel.

Changes to a Chartfield:

Current Cost Panel:

Click the "Edit Trans Info" button

Transaction Information box:

Type "TRF" or select Trans Type "Transfer"

Change Transaction Date or Accounting Date if appropriate. Click OK

Type over or select new Chartfield value

Save

Changes to Units or Cost:

Current Cost Panel:

Click the "Edit Trans Info" button

Transaction Information box:

Type "ADJ" or select Trans Type "Adjustment"

Change Transaction Date or Accounting Date if appropriate. Click OK

Click the "Adjust Net Cost" button

Adjust Net Cost box:

Type over Adjust Cost, the amount of the dollar adjustment (precede the change amount with "-" to enter a negative amount)

Type over Adjust Quantity, the amount of the unit adjustment (precede the change amount with "-" to enter a negative number of units)

Type over Adjust Percent, the percent change to be applied to the dollar amount (precede the change amount with "-" to enter a negative number of units)

Save

Note: The "Adjust Net Cost" button allows a user to enter a change amount to cost or units. The "Adjust Row Cost" function allows a user to change cost by replacing it. To avoid the possible confusion of two methods of accomplishing the same thing, it is suggested that "Adjust Row Cost" not be used.

Forms Used with Process (100): *None*

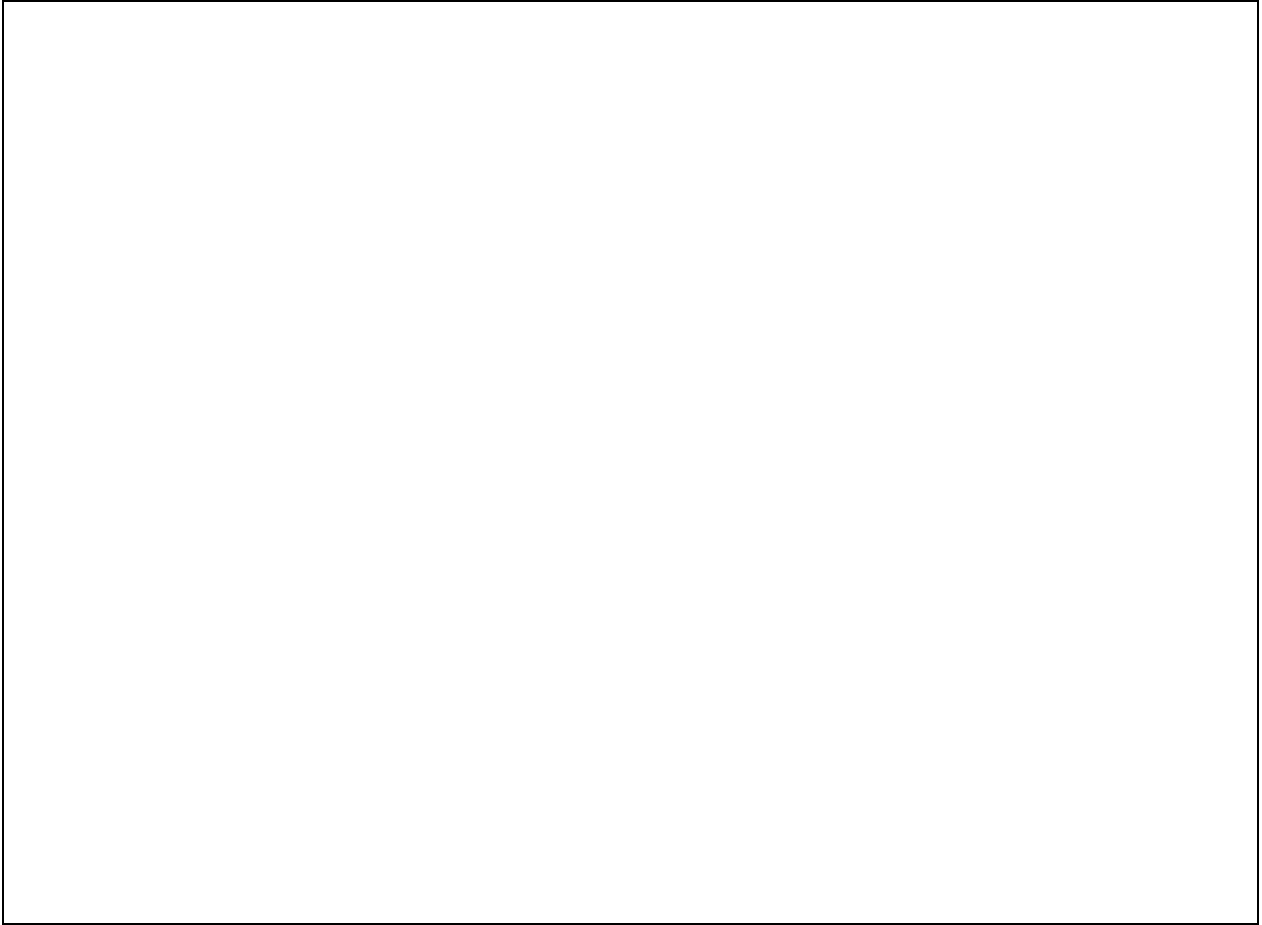
****Attach sample form(s)**

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Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested